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## MID-WEEK ANNOUNCEMENTS 2/10/2021

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Complete information related to COVID-19 is updated regularly [here](#). See COVID-19 Impact on Schools FAQ.

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### **Reminder: Membership (ME, MA, MV) Per. 2 Submission Phase Closes Today**

The current data submission window closes today, Wednesday, 2/10/2021, at 11:59 pm ET. The cleanup phase opens tomorrow, Thursday, 2/11/2021 and closes Friday, 2/19/2021. During the Cleanup phase data can be submitted to update existing records or add new records if the new record does not create a conflict. All conflicts must be resolved before 11:59 pm ET Friday, 2/19/2021.

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### **Reminder: Reporting Virtual Membership Data Period 2**

We are aware that there is proposed legislation regarding the February membership count date and reporting of virtual students. At this time, we are operating under current law which funds virtual students at 85% of foundation. Should the legislation pass to fund at 100%, we will make necessary changes to ensure school funding accurately reflects state law.

It is impossible to predict the actual percentage of virtual instruction a student is going to receive in the Spring semester. Therefore, the designation of virtual or non-virtual status should be based on the instructional programming in place at the time of ADM reporting (for the February ADM, beginning with all of the school days in the current semester up to and including count day). ***It is important that the virtual data point reflects actual current instructional delivery for the student during the spring semester. The N, C, and Y codes are applied to a student based on the current semester and the expectation of the student's attendance to count day and likely going forward to the end of semester.***

**NOTE:** It is each school's responsibility to accurately identify the method of instruction being provided to each student and properly code the student as virtual (V), virtual due to COVID-19 (C), or nonvirtual (N).

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## **NEW: Utilizing Report Templates**

We have provided a template for many of the required data reports. Please remember to download and save the template to your local workstation. Do not attempt to open the template online to enter your data. Doing so corrupts the document we have posted, making it necessary to repost the document after receiving notification from another customer that the template is not accurately handling the data they enter on the template they have downloaded. Thank you in advance for using these templates properly.

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## **Updates for LINK Security Coordinators**

### **Key Contacts**

Thank you to those who have added their Key Contact staff types such as Principal and Superintendent. There are now three new Key Contacts: **Data Exchange Contact, Title IX Coordinator, and 504 Coordinator**. Key contacts allow IDOE to know who the primary person is to communicate with and do not provide role-based access in any IDOE system. A full list of Key Contacts is found in the [Setting Staff Type \(Roles\) document](#).

- **STN Support Note:** The **Data Exchange Contact** will be used to create a downloadable report with contact information for each public corporation and non-public school. This report will provide contact information to use in order to resolve conflicting records that are submitted to Data Exchange. It is therefore suggested that one (1) person be identified with the Data Exchange Contact staff type in order to populate this report when it becomes available. A second person may be given the Data Exchange Contact staff type as a backup.

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## **REPORTS CURRENTLY OPEN**

**DOE-DOE-CE 2021 Period 1 - closes 2/15/2021**

**DOE-CP 2021 Period 1 - closes 2/15/2021**

**DOE-CC 2021 Period 1 - closes 2/15/2021**

**DOE-RT/EM/RA 2021 - closes 6/30/21**

**DOE-IR 2021 - closes 6/30/21**

**DOE-ME 2021 (Membership) Period 2 - data submission closes 2/10/21  
11:59 pm ET**

**DOE-MA 2021(Membership for Adult Learners) Period 2 - data submission  
closes 2/10/21 11:59 pm ET**

**DOE-MV 2021 (Membership for Vouchers ) Period 2 - data submission  
closes 2/10/21 11:59 pm ET**

**DOE-TA 2021 (ISTEP/IREAD) - closes 7/15/21**

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### **Reports Opening Soon**

**DOE-ME 2021 (Membership) Period 2 - cleanup opens 2/11/21**

**DOE-MA 2021(Membership for Adult Learners) Period 2 - cleanup opens  
2/11/21**

**DOE-MV 2021 (Membership for Vouchers ) Period 2 - cleanup opens  
2/11/21**

### **Help US Help YOU**

**Data Reporting Support Ticket:** To contact STN support HelpDesk, click the following link to create a work order. Please provide the correct email address and phone number in the work order.

<https://help.doe.in.gov>

Data Reporting Support is also available by phone at 317.232.0808

